

# California Department of Human Resources

## Accountant Trainee (LEAP)

Agency Code: 7500 Exam Code: 2PB07

Class Code: 4179/4687-26

Department(s):	California Department of Human Resources
Opening Date:	07/17/2012, 09:00 AM
Closing Date:	Continuous
Type of Examination:	Servicewide Open
Salary:	MONTHLY-RANGED-SALARY - \$3,240.00 to \$3,751.00
Tenure/Time-base:	Limited Term Full-time Limited Term Part-Time Limited Term Intermittent

### INTRODUCTION

The Limited Examination and Appointment Program (LEAP), under the authority of Government Code Sections 19240-19243.4, provides an alternate means of assessing the qualifications and skills of job applicants with disabilities. Upon successful completion of the program, participants are appointed to the identified job classification and begin serving a probationary period of six months to one year.

For more information on LEAP, pamphlets are available at the offices of the State Personnel Board, Department of Rehabilitation and Employment Development Department or at the following Websites: [www.jobs.ca.gov/Job/LeapFAQ#howto](http://www.jobs.ca.gov/Job/LeapFAQ#howto) or [www.dor.ca.gov](http://www.dor.ca.gov) or [www.edd.ca.gov](http://www.edd.ca.gov).

### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### WHO SHOULD APPLY?

Those who meet all of the following criteria:

- 1) Individuals with a disability, a record of a disability, or who are regarded as having a disability that limits one or more major life activities, **and**
- 2) Individuals with a Limited Employment Assistance Program (LEAP) certification from the State Department of Rehabilitation, **and**
- 3) Individuals who have not taken this examination in the past 18 months, **and**
- 4) Individuals who meet the minimum qualifications stated on this examination bulletin.

You may contact the Department of Rehabilitation to find out how to obtain and complete a LEAP

certification form. To find an office near your home, please contact the Department of Rehabilitation at (916) 558-5409, TTY (916) 558-5547 or online at [www.dor.ca.gov](http://www.dor.ca.gov).

## FILING INSTRUCTIONS

**Final Filing Date:** Continuous

**Where to Apply:** Click on the link at the bottom of this bulletin.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact:

California Department of Human Resources  
Examination and Selection Services Section  
(866) 844-8671

Telecommunications Device for the Deaf (TTY) (916) 323-6209, or via California Relay (Telephone) Service for the deaf or hearing impaired: (800) 735-2929; for voice phones: (800) 735-2922.

## ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. **Eligibility expires 24 months after it is established.** Competitors must then retake the Readiness Training and Experience Examination to reestablish eligibility. **Once you have taken the Readiness Evaluation examination, you may reapply and take the Readiness Evaluation after 18 months.**

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

## MINIMUM QUALIFICATIONS

### Education:

#### EITHER I

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

#### OR II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

#### OR III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of

successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

#### EXAMINATION INFORMATION

The examination consists of a 100% Readiness Evaluation Training and Experience Examination. Candidates must receive a score of 70% or more in order to be placed on the employment list. Names of candidates who pass the examination will remain on the employment list for 24 months (2 years).

[Click here](#) to view the preview questions for this examination.

#### SCOPE OF EXAMINATION

##### **Knowledge:**

1. General knowledge of accounting principles and theories to effectively perform accounting functions.
2. Basic knowledge of governmental accounting and budgeting processes to apply accounting principles and procedures to a governmental entity.
3. General knowledge of the state accounting processes in adherence to the Uniform Codes Manual, State Administrative Manual (SAM) and California Government Code.
4. General knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting principles and theories.
5. Knowledge of internal control procedures to protect and safeguard departmental assets and resources.
6. Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.

##### **Abilities:**

1. Ability to apply accounting principles and theories to accurately perform accounting functions.
2. Ability to work on multiple tasks or parts of tasks simultaneously to ensure timely completion of projects and other work activities.
3. Ability to work independently in order to successfully meet the mission and goals of the department.
4. Ability to prioritize and schedule the work to be completed by a work team or project task force.
5. Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions that may impact pre-established timelines for completing assignments.
6. Ability to keep work area organized to complete job assignments in a timely manner.
7. Ability to use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.
8. Ability to use electronic mail software and applications to communicate with various audiences on matters related to various project and program issues.
9. Ability to use database software to input, organize, track, and retrieve data.
10. Ability to use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts for use in reports and other tracking activities.
11. Ability to use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.
12. Ability to use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.

13. Ability to use and operate a variety of basic office equipment (including copiers, calculators, telephones, fax machines, scanners) in the course of completing assigned work tasks.
14. Ability to operate a 10-key to enter data and perform calculations.
15. Ability to communicate clearly and concisely in writing to audiences with varying levels of understanding.
16. Ability to review and edit written materials for proper content, format, grammar, punctuation, and sentence structure.
17. Ability to analyze data and situations accurately in order to determine and implement appropriate courses of action.
18. Ability to identify and resolve accounting issues.
19. Ability to identify and locate information necessary to complete work assignments.
20. Ability to apply relevant instructions, procedures and guidelines to complete work.
21. Ability to analyze and accurately process accounting data and draw sound conclusions.
22. Ability to review, edit and evaluate source documents for accuracy and completeness to produce quality products.
23. Ability to apply critical thinking strategies to review data and present ideas and information.
24. Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
25. Ability to extract specific, relevant data and information from a larger body of material.
26. Ability to reconcile discrepancies in data and information pertaining to program/project activities.
27. Ability to read and comprehend technical documents to apply information to work activities.
28. Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.
29. Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other departmental staff, outside agency personnel, and/or the public.

#### **VETERANS' PREFERENCE POINTS**

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

#### **CAREER CREDITS**

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

#### **DISTINGUISHING CHARACTERISTICS**

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

## CONTACT INFORMATION

California Department of Human Resources  
Examination and Selection Services Section  
1515 S Street, Room 400  
Sacramento, CA 95811  
(866) 844-8671

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for voice phones: (800) 735-2922.

## GENERAL INFORMATION

**Apply online at:** [www.jobs.ca.gov](http://www.jobs.ca.gov), California Department of Human Resources' website and at the local offices of the Employment Development Department.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources. Directions to apply for Veterans' Preference Points are

on the Veterans' Preference Application (Std. Form 1093), which is available at [www.spb.ca.gov](http://www.spb.ca.gov) or from the California Department of Human Resources, 1515 S Street, Room 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

### **TAKING THE EXAM**

**When you click the link below, you will be directed to the Readiness Evaluation Training and Experience Examination. At the end of the Readiness Training and Experience Examination, it will be instantly scored upon your request. Names of candidates who pass the examination will remain on the employment list for 24 months (2 years).**

**[Click here to go to the Readiness Evaluation Training and Experience Examination for Accountant Trainee \(LEAP\).](#)**